

What to Expect at a Lower Downtown Design Review Commission Meeting

THE LOWER DOWNTOWN DESIGN REVIEW COMMISSION:

The Commission is comprised of nine citizen volunteers appointed by the Mayor. The Commission is represented by: a real estate developer with experience in the construction and rehabilitation of commercial/residential projects; an architect; a historic preservationist; a preservation architect; a resident of the district; a property owner in the district; an owner or operator of a business in the district; and two at-large members. Additional requirements apply (see Section 30-46 of the Denver Revised Municipal Code). Commission members are appointed by the mayor, serve three-year terms, and are not compensated.

MEETING AGENDA: Typically, the Commission considers items in the order listed on the agenda. However, the Chair may shift the order of items during the meeting. Meeting agendas, including public hearing and design review submittals and staff reports, are posted on the web at denvergov.org/preservation.

CONSENT AGENDA: Projects on the consent agenda are items Landmark staff have determined meet the *Design Guidelines for Lower Downtown Historic District*. The Commission may approve these items in one group, or Commission members may request that an item be moved to the design review agenda. If an item is approved on the consent agenda, the applicant may leave the meeting.

DESIGN REVIEW PROJECTS: These proposals require individual design review consideration. The Commission encourages public comment. The Chair will announce each design review item and provide the order for presentation and speakers. The typical order is:

1. **Staff Presentation:** Landmark staff will make a presentation, summarizing the project and analyzing the extent to which the project meets city ordinances, and the Commission's adopted policies and guidelines.

2. **Applicant Presentation:** After the staff presentation, the Chair will ask the applicant to come forward to the Commission's table. The applicant will be provided the following time parameters for presentations:

- 10 minutes for most design review projects
- 15 minutes for mass, scale and context submittals and design detail submittals for infill projects
- 15 minutes for discussion items on infill projects

The Commission will ask questions of the applicant following the presentation. After all questions are answered, the Chair will ask the applicant to return to the audience.

3. **Public Comment for Design Review Projects:** No sign-up cards are provided to speak on design review and business items. At the appropriate time, the Chair will query the audience for public comments. Anyone wishing to speak should raise their hand. The Chair will ask them to come forward and provide their name and address, and then provide comments within 2 minutes.

PUBLIC HEARINGS: Requests for more than 40% demolition of contributing buildings require a public hearing. These items are listed on the agenda as public hearings.

Posting Requirements: Signs are posted on the property and registered neighborhood organizations (RNOs) are notified in advance of the public hearing. This process is designed to alert citizens of specific Commission decisions and to encourage citizen participation.

At the LDDRC meeting, the Chair will announce each public hearing item, and provide the order for presentations and speakers. The typical order for a public hearing is as follows:

1. **Staff Presentation:** Landmark staff will make a short presentation. The presentation will summarize the project and provide staff's analysis regarding the extent to which the project meets city ordinances, and the Commission's adopted policies and guidelines.
2. **Applicant Presentation:** After the staff presentation, the Chair will ask the applicant to come forward to the Commission's table. The applicant will have up to 10 minutes to present the project. The Commission will ask questions of the applicant following the presentation. After all questions are answered, the Chair will ask the applicant to return to the audience.
3. **Public Comment for Public Hearings:** For items listed on the agenda as public hearings, speakers are required to sign up on public comment cards prior to the Chair announcing the public hearing. The Chair will ask each speaker to come forward and provide their name and address. Each individual who signs up may speak for 3 minutes.

COMMISSION DECISIONS: Following public comment on Design Review items, Business Items, and Public Hearings, the Commission will deliberate on the item and take formal action. This action may include: approval as submitted, approval with conditions, or denial. The Commission may also request a continuance to a subsequent meeting, typically with the applicant's agreement, in order to request additional information needed to undertake its review. The Commission provides direction and input on discussion items, but does not take action.

OTHER ITEMS: The Commission considers discussion and business items at the end of the agenda. Anyone wishing to speak on these items is welcome to provide comments within two minutes.